

# How To Register for a Residence Hall Room

## I. HOUSING REQUEST PROCEDURES (FOR ADVANCED INDIVIDUAL TRAINING STUDENTS)

1. Students must be on the approved DOCJT class attendance roster to request a bed. Approximately two weeks before the start of each class the student will receive a welcome/confirmation letter from the DOCJT with a blue room reservation request card. The student must either:
  - Complete the self-addressed Thompson Hall Room Reservation card and mail via U.S. Postal Service
  - Fax the request card to (859) 622-8638
  - E-mail the request to: [docit.dorm@ky.gov](mailto:docit.dorm@ky.gov)
  - Register on-line at <http://docit.ky.gov/dorm>
2. Room Reservation requests must be received no later than midnight on the Thursday prior to the student's scheduled first day of training to ensure a room assignment.

## II. HOUSING INFORMATION (FOR ADVANCED INDIVIDUAL TRAINING STUDENTS)

- **Cancellation of Room Request** – DOCJT requires a 48-hour notice for cancellation of reservations. Cancellation notification can be made by phone at (859) 622-1703, faxed to (859) 622-8638 or e-mailed to [docit.dorm@ky.gov](mailto:docit.dorm@ky.gov). Failure to cancel a requested room may result in the agency being billed for one night's stay.
- **Check-In** - Student rooms will be available between 5 PM and 11 PM on the day prior to class start date. Students are required to show a picture ID for check-in.
- **Double Occupancy** - All rooms are double occupancy. NOTE: Students are assigned a roommate of the same gender, from the same class and same department (if possible).
- **Checkout** - Students check out at the Front Desk between 7 AM and 8 AM on the morning of the last day of class.
- **Room Features** - Each room has a  $\frac{3}{4}$  bathroom (e.g., commode, shower [no tub], and double-vanity sinks). Each room is furnished with a telephone and two of the following: twin-size bed with storage drawers underneath, nightstand with drawer, 3-drawer dresser, 3-drawer student desk, bookshelf with overhead light.
- **Provided** - Student receives at the Front Desk: room keys, security key FOB, a pillow, a pillow case, a fitted sheet, a flat sheet, a blanket, TV cable to access the ECU "free" cable network.

- **Not Provided** - Student should bring an alarm clock, a small television and toiletries (e.g., face cloth, hand towel, bath towel, etc.). No housekeeping services are available.
- **Video Security Monitoring on Premises** - Video monitoring is conducted within the hallways and common areas of Thompson Residence Hall for the safety and security of its residents.
- **Thompson Residence Hall is an Alcohol and Tobacco-Free Facility** - This policy includes smokeless tobacco products. A designated smoker's shelter is available in the back of the Residence Hall where the two building wings meet.
- **Front Desk Hours** -
 

Sunday	5 PM to 11 PM
Monday –Thursday	7 AM to 11 PM
Friday	7 AM to 3:30 PM

**The front desk is closed for dinner breaks  
from 7 PM to 8 PM, Monday – Thursday.**